

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814
(916) 445-0482



June 16, 1986

ALL-COUNTY LETTER NO. 86-51

TO: ALL COUNTY WELFARE DIRECTORS
ALL COUNTY FISCAL OFFICERS
ALL COUNTY AUDITORS
ALL COUNTY ADMINISTRATIVE SERVICES OFFICERS

SUBJECT: COUNTY WELFARE ADMINISTRATIVE EXPENSE CLAIM

This is to provide claiming instructions for the April - June 1986 quarter. Included are instructions applicable to the Refugee Resettlement Program Child Welfare Services and County Services Block Grant Programs.

The following administrative expense claim forms are to be used for the April - June 1986 quarter claim:

<u>Form</u>	<u>Revision Date</u>	<u>Form</u>	<u>Revision Date</u>
DFA 325.1	9/85	DFA 327.7A	5/86*
DFA 325.1A	9/85	DFA 327.7B	5/86**
DFA 325.1B	9/85	DFA 327.8A	5/86*
DFA 327.1A	5/86*	DFA 327.8B	5/86**
DFA 327.1B	5/86**	DFA 327.9	5/86**
DFA 327.1C	5/86**	DFA 327.10A	5/86*
DFA 327.2A	5/86*	DFA 327.10B	5/86**
DFA 327.2B	5/86**	DFA 403	7/82
DFA 327.2C	5/86**	DFA 50	3/85
DFA 237.3A	5/86*	DFA 419	1/83
DFA 327.3B	5/86**	DFA 43	5/86
DFA 327.4A	5/86*	DFA 46	5/86
DFA 327.4B	5/86**	DFA 47	5/86*
DFA 327.4C	5/86**	DFA 323	8/85
DFA 327.5	5/86*	DFA 856	4/82
DFA 327.6	5/86**	DFA 48	7/85

* Indicates revisions this quarter to the administrative expense claim.

** Minor revision to SDSS form design to leave blank the date of the quarter for which the claim is filed.

Refugee Resettlement Program Child Welfare Services And Community Services
Block Grant

The counties were notified by All-County Letter No. 86-32 that the Refugee Resettlement Program (RRP) activities associated with Child Welfare Services (CWS) and the County Services Block Grant (CSBG) were to be time studied separately effective with the May 1986 time study month. For claiming purposes, these two components are also to be separated. On the Social Services Time Study Summary and Program Allocation Ratios (DFA 47), the hours for RRP-CWS are summarized on Line W, and the RRP-CSBG hours are summarized on Line X. Administrative costs for the RRP-CWS and RRP-CSBG Programs will flow through the Administrative Expense Claim on Lines 13 and 14, respectively.

If you have any questions, please contact the Fiscal Policy and Procedures Bureau at (916) 445-0482.



ROBERT T. SERTICH
Deputy Director
Administration

cc: CWDA